

**CITY OF ROCKY MOUNT  
ENGINEERING DEPARTMENT**



**WATER AND SEWER PETITION  
COST AND PROCEDURES**

Residential property owners **inside** the City Limits of the City of Rocky Mount without water and/or sewer service to their property may petition the City Council for a line extension that would allow water and/or sewer service to their property. The purpose of this brochure is to provide a simple explanation of the steps that must be taken to petition the City Council service for water and/or sewer.

## **FIRST STEP**

The property owner desiring water and/or sewer service should contact the City's Engineering Department. The property owner should clearly state the area in which they live and where they would like water and/or sewer service. The Engineering Department staff will prepare a petition form for the block where service is requested. For economic reasons, the City considers requests for main extensions on a block by block basis and will not extend water and sewer mains to a single house. All of the property owners in a block and/or street will be contacted about connection to water and/or sewer service. The City staff will determine the cost for improvements to each lot so that each property owner will know the cost to connect to service prior to signing the petition. The cost to serve each lot will be based on the information contained in TABLE 1.

## **SECOND STEP**

After receiving the petition, the next step is to talk to all of your neighbors about connecting to the City's water and/or sewer system. This is a very important part of the process, since the City Council requires a majority of the residents in an area agree to service before the petition will be approved. The only exception to this requirement is if the lack of water and/or sewer service poses a threat to the health of area residents. In that case, the City Council may require the work to be done and the property owners assessed even if most of the property owners do not want the service.

The City will provide you with information such as cost to connect and procedures for connection to give to your neighbors. If they agree to connect to the City's system after the work is completed; they should sign the "yes" block on the petition. If they do not want the project, they should sign the "no" block on the petition.

## **THIRD STEP**

After all of the property owners in the area to be served have signed the petition, it should be returned to the City's Engineering Department. The petition will be forwarded to the City Clerk to verify the signatures on the petition and to determine the percentage of property owners who have signed the petition.

## **FOURTH STEP**

After all of the property owners in the block and/or street have signed the petition and the names are verified, the petition will be presented to the City Council for consideration. The City Council will hold a public hearing to determine interest and need for the extension. After hearing from the property owners, the City Council will vote to accept or deny the petition request.

## **FIFTH STEP**

If the City Council approves the petition, the project will be scheduled for design and construction. Depending on the number of petitions received and the amount of funds available, the project may be constructed in the year in which the petition is received or in a subsequent year. The City's Engineering Department will be responsible for design and construction of the project. They will keep property owners informed of the project schedule and project requirements.

## **FINAL STEP**

After construction of the water and/or sewer lines is completed, the City will assess the property owners based upon the linear street frontage of the property. The entire road frontage of the property will be used even if the line extension does not cross the entire front of the property or if the property is served from the rear. If the property is a corner lot, the frontage along which the improvements have been made will be used for the assessments. If improvements are made on both sides of the corner lot, the corner lot owner shall be exempt from assessment for up to 150 feet. (This exemption applies only in residential areas.) The assessment rate applied shall be the rate adopted by the City Council at the time the City Council approves the petition.

Property owners may pay the assessment in equal annual installments over 5 years with the statutory rate of interest (currently 8%) applied to the unpaid balance. Property owners that pay the entire assessment due within 30 days of receipt of an invoice from the City of Rocky Mount will receive a discount established by City Council (currently 6%).

### **TABLE 1**

8" SEWER INSTALLATION     \$25.00 /FT

6" WATER INSTALLATION     \$20.00 PER FT

¾" WATER METER TAP FEE   \$600.00  
(IF MADE AT TIME OF LINE CONSTRUCTION)

4" SEWER TAP FEE             \$600.00  
(IF MADE AT TIME OF CONSTRUCTION)

**EXAMPLE:** SEWER INSTALLATION TO LOT WITH 100 FEET OF FRONTAGE

LINE FEE        100 FT X \$25.00/FT = \$2,500

4" TAP FEE 1 X \$600 = \$ 600

TOTAL COST \$3,100

**For more information please contact:  
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